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|---|--|---|------------------|--|---------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |  | <b>1. DUTY LOCATION</b><br>Washington, DC   |                  | <b>2. POSITION NUMBER</b><br>EP5L15002   |               |
| <b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position  |  |   |                  |  |               |
|   | <b>b. Title</b>  | <b>c. Pay Plan</b>  | <b>d. Series</b> | <b>e. Grade</b>  | <b>f. CLC</b> |
| <b>Official Allocation</b>  | Senior Counsel FOIA Expert Assistance Team (FEAT) Office | SL  | 0905             | 00   |               |
| <b>4. Supervisor's Recommendation</b>   | Senior Counsel FOIA Expert Assistance Team (FEAT) Office | SL  | 0905             |  |               |
| <b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)<br>Senior Counsel (FEATO)   |  | <b>6. NAME OF EMPLOYEE</b>  |                  |  |               |
| <b>7. ORGANIZATION</b> (Give complete organizational breakdown)   |  | e.  |                  |  |               |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY   |  | f.  |                  |  |               |
| b. Office of General Counsel  |  | g.  |                  |  |               |
| c. FOIA Expert Assistance Team (FEAT) Office  |  | h. Employing Office Location  |                  |  |               |
| d.  |  | i. Organization Code<br>CK000000  |                  |  |               |
| <b>8. SUPERVISORY STATUS</b>  |  |   |                  |  |               |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input checked="" type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |   |                  |  |               |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |   |                  |  |               |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Kevin S. Minoli, Principal Deputy General Counsel   |  | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>Avi S. Garbow, General Counsel   |                  |  |               |
| <b>b. Signature</b><br>  |  | <b>c. Date</b><br>8/24/16   |                  | <b>e. Signature</b><br>  |               |
|   |  |   |                  | <b>f. Date</b><br>8/24/16  |               |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |  |   |                  |  |               |
| <b>a. Promotion Potential</b><br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____  |  |   |                  |  |               |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input checked="" type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  | <b>c. Financial Disclosure Form</b><br><input type="checkbox"/> OGE-450 Required<br><input checked="" type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required   |                  | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input type="checkbox"/> may be IA'ed<br><input checked="" type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |               |
|   |  | <b>e. FLSA Determination</b><br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive |                  | <b>f. Functional Classification Code</b>   |               |
| <b>g. Bargaining Unit Code</b><br>8888  |  | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (___% of time)<br><input type="checkbox"/> This position is subject to random drug testing (___)                     |                  | <b>i. Classifier's Signature</b><br><br>Kevin S. Minoli, PDGC   |               |
|   |  |   |                  | <b>j. Date</b><br>8/24/16  |               |
| <b>11. REMARKS</b>  |  |   |                  |  |               |

**Senior Counsel (FEAT)**  
**SL-905**

**I. INTRODUCTION**

This position is located in the Office of General Counsel, FOIA Expert Assistance Team (FEAT) Office. The incumbent serves as the Senior Counsel for the Freedom of Information Act (FOIA) Expert Assistance Team (FEAT) Office and advises on all legal issues pertaining to selected FOIA requests that have been determined to be the most complex and/or potentially sensitive requests received across the Agency. Utilizing an extraordinary breadth of FOIA knowledge and experience, together with in-depth organizational and external awareness, the incumbent provides advice and guidance to the highest echelons of management within the Agency through the Agency's FOIA Expert Assistance Team Office.

**II. SUPERVISORY CONTROLS**

The incumbent receives general direction and policy guidance from the Principal Deputy General Counsel. Within this framework, incumbent is responsible for the direction and implementation of the FOIA Expert Assistance Team (FEAT) Office. Duties are performed with a maximum level of independence, subject to review for attainment of overall objectives and compliance with broad policies.

**III. DUTIES AND RESPONSIBILITIES**

The incumbent's specific duties include assisting the Principal Deputy General Counsel and acting on behalf of the Principal Deputy General Counsel to ensure the most complex and/or potentially sensitive FOIA requests received across the Agency are managed effectively and efficiently and in compliance with the Freedom of Information Act, 5 U.S.C. § 552, as amended, implementing regulations and applicable policy and guidance. In performing these duties, incumbent will provide oversight and technical direction to the FOIA Expert Assistance Team (FEAT) Office in: 1) reviewing all incoming FOIA request received by the Agency (11,000 requests/year); and 2) identifying those request that, due to the nature of the information requested, will benefit from enhanced coordination and oversight in light of the scope of the request, the number of offices holding documents potentially responsive to the request, the potential sensitivity of the information requested or other unique factors.

The incumbent will: 1) interface with the highest echelons of management (i.e. Deputy Associate Administrators/Deputy Regional Administrators) in the organization responsible for managing the response to the selected requests; 2) work with the designated senior managers in the responsible organizations to provide counseling, training, quality assurance, and technical advice in responding to the selected requests; 3) ensure coordination of all releases of information with senior leadership of the Office of Public Affairs, as appropriate; 4) work with senior leadership of the Office of Intergovernmental Relations to ensure coordination of information released in response to selected FOIAs with information provided in response to requests from Congress.

The incumbent serves as the first line supervisor for the FOIA Expert Assistance Team (FEAT) Office. As such, the incumbent is responsible for: planning and assigning work; evaluating performance; approving timecards and leave, travel and training requests; identifying training needs and supporting employee development and; hearing and resolving

complaints. Supervisory and related managerial duties will occupy less than 25 percent of the incumbent's time.

The incumbent shall develop, cultivate and maintain close working relationships with senior leaders in program and regional offices, including Deputy Assistant Administrators, Deputy Regional Administrators, and Regional Counsels, to ensure the effective utilization of the FOIA Expert Assistance Team (FEAT) Office. The incumbent will exercise leadership to establish and maintain the FOIA Expert Assistance Team (FEAT) Office as a focal point in the oversight and management of highly complex and/or sensitive FOIA requests.

The incumbent performs other duties as assigned that are associated with the executive leadership of the Office of General Counsel.

#### **IV. QUALIFICATIONS**

The incumbent must have a LL.B or J.D degree from an accredited law school; must be admitted to practice before the highest court of a State, U.S. territory, the District of Columbia or the Commonwealth of Puerto Rico; and must maintain active status as a member of the bar of one of these jurisdictions. Incumbent must have significant experience in providing legal advice and counsel at EPA, other federal, state, or local agencies, or in private practice.